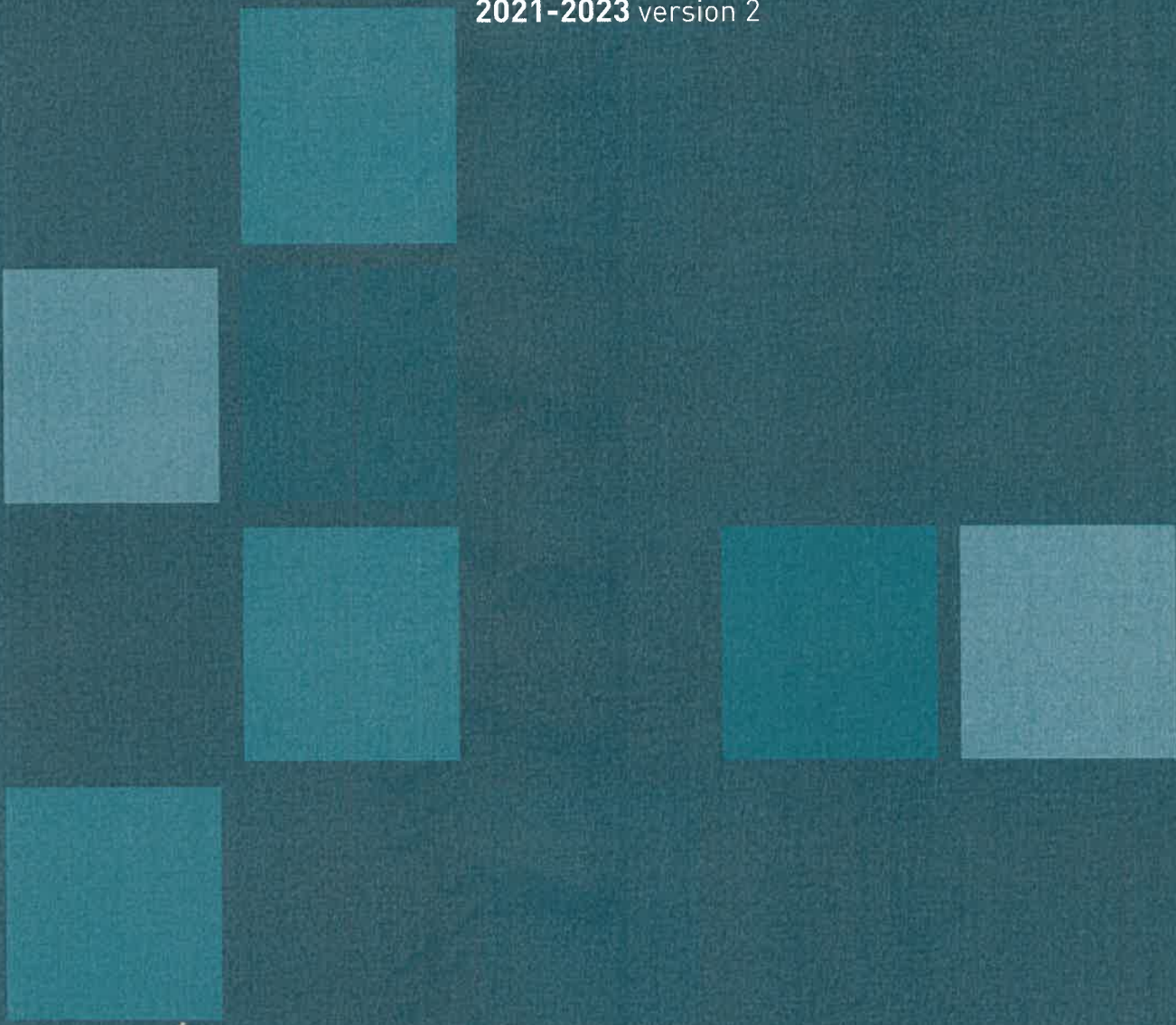




IPN INSTITUTO PEDRO NUNES
ASSOCIAÇÃO PARA A INOVAÇÃO E DESENVOLVIMENTO EM CIÊNCIA E TECNOLOGIA

GENDER EQUALITY PLAN
2021-2023 version 2



**INSTITUTO PEDRO NUNES
GENDER EQUALITY PLAN
2021 - 2023**

ÍNDICE

1.	INTRODUCTION	3
2.	INITIAL DIAGNOSIS	4
3.	PLAN OBJECTIVES	7
4.	DIMENSIONS OF ACTION	8
5.	ACTION PLAN	12
6.	MONITORING	18
7.	TIMELINE	19
8.	ANNEXES	20

Annex I - Code of good conduct to prevent and combat harassment at work

Annex II - GE Policy on the hiring of Human Resources

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1. INTRODUCTION

In general, the IPN has been promoting over the years the principle of Gender Equality (GE) by making its teams evolve in a positive and equal way, in matters of equal opportunities for all and non-discrimination on the basis of gender, disability, race or ethnic origin, religion or belief, region, age or sexual orientation.

The present Plan presents an opportunity to formalise this commitment, following growing public awareness and its implications and professional context.

The recent guidelines of the European Commission in this respect are also a catalyst for the implementation of this Plan:

The GE Strategy defined here frames the European Commission's work in this area and sets out the strategic objectives and main actions for the period 2020-2025. Its goal is to build a Europe in which gender equality is achieved by 2025 and in which gender violence, sexual discrimination and structural inequality between women and men are a thing of the past. A Europe where women and men, girls and boys, in all their diversity, are equal and free to follow their chosen life path, have the same opportunities to fulfil their potential, and can participate in and lead our European society, equally.

The IPN's Gender Equality Plan for the period 2021-2023, hereinafter referred to as the Plan, is organised in 5 sections, emerging from the steps taken for its implementation: 1) Initial diagnosis characterizing the situation of men and women in the institution; 2) Objectives of the Plan; 3) Definition of the action dimensions; 4) Presentation of the actions to be developed; 5) Monitoring.

This Plan is designed in a perspective of implementation and continuous improvement, according to the social, professional and legislative contexts, and may be changed if justified and/or required by possible legislative changes.

¹<https://eur-lex.europa.eu>

²<https://eur-lex.europa.eu/legal-content/PT/TXT/PDF/?uri=CELEX:52020DC0152&from=PT>

2. INITIAL DIAGNOSIS

The IPN carried out a quantitative information survey to diagnose the situation of men and women in the institution. The data analysed and presented herein refers to 31 December 2020, covering the employees under employment contract.

Based on the information collected, the following indicators were defined and will be updated when the annual evaluation report is prepared.

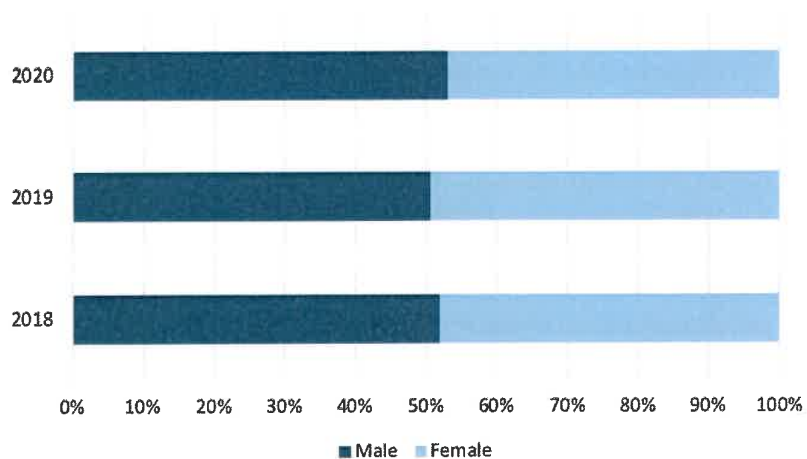


Chart 1 - Evolution of gender distribution

After analysing the data, it can be seen that gender balance has been a constant over the last three years of IPN's activity and that there are no significant differences in the distribution of the number of employees by gender.

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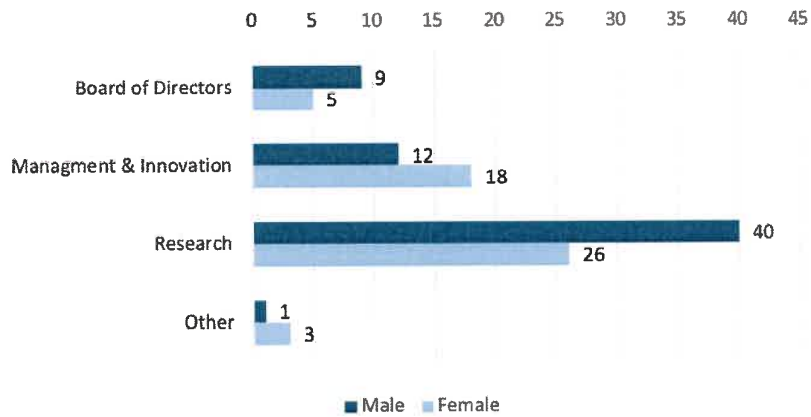


Chart 2 - Gender distribution by function

The analysis of the gender distribution by function shows that in the management functions and in the research functions, there is a relative predominance of the male gender. This tendency is due to the fact that the IPN RTD laboratories absorb jobs mainly from the STEM areas (Science, Technology, Engineering and Mathematics), where, in Portugal, men constitute 62% of the graduates in these areas.²

However, there is a relative gender balance in management support and innovation functions, with a slight predominance of women, as well as in auxiliary functions.

On the other hand, when analysing the distribution of total employees by function, a greater gender balance is observed, since the highest percentage of IPN's employees, both male (65%) and female (50%), are in Research functions.

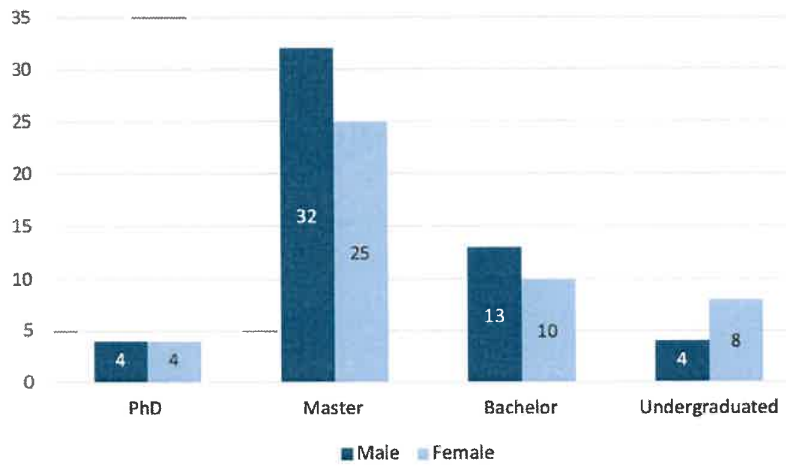


Chart 3 - Gender distribution by education level

The analysis of the distribution of gender by level of education allows us to conclude that the vast majority of employees have higher education, with a similar distribution of gender in all levels of education, thus confirming a gender balance in this matter.

²<https://www.cig.gov.pt/2020/02/oit-analisa-emprego-das-mulheres-nas-stem/>

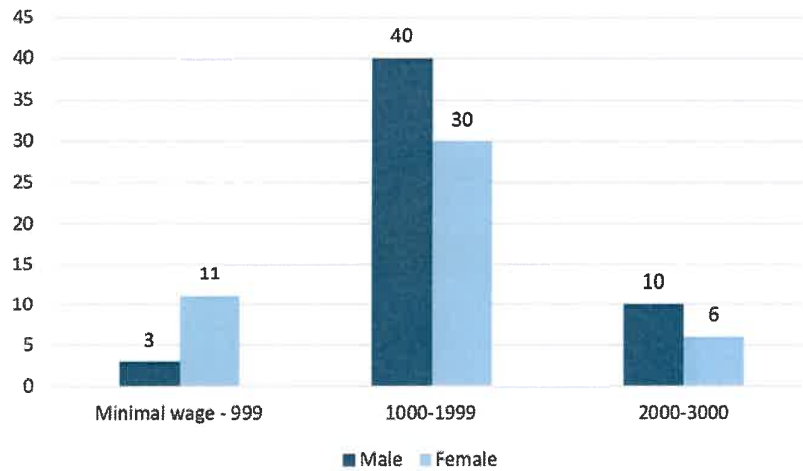


Chart 4 - Gender distribution by remuneration level

The analysis of the gender distribution by remuneration level shows that the male gender is predominant in the higher levels of remuneration.

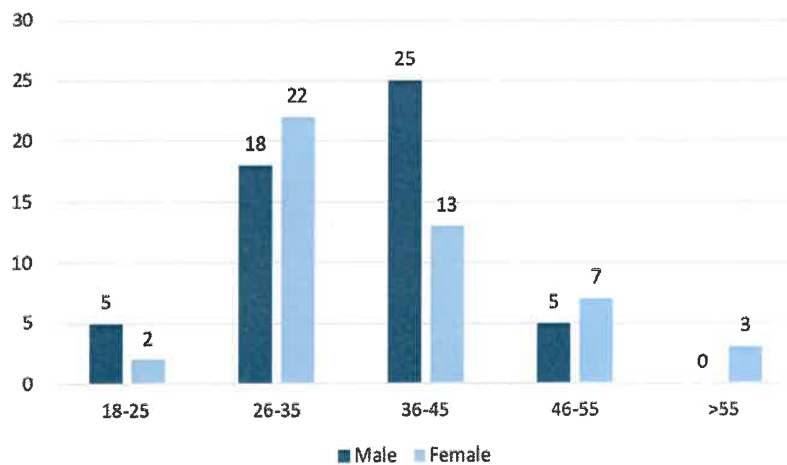


Chart 5 - Gender distribution by age group

The analysis of gender distribution by age groups shows a tendency towards gender balance, since most employees are positioned in the 26-35 and 36-45 age brackets.

This initial diagnosis dictates the starting point for the definition of the Plan's objectives and respective actions to be developed, along with a thorough analysis of the applicable national and international legislation.

3. PLAN OBJECTIVES

This Plan aims to promote and raise awareness for a balanced participation of men and women in the different ways of IPN's intervention in society and among its target public.

IPN is aware of the social implication of gender in professional practices and has been integrating this challenge, in general, in the execution of its activities over the years.

The Plan is materialized through a set of actions integrated in the IPN activities, aiming at promoting a fairer, more balanced, tolerant and egalitarian society, respecting the fundamental rights and freedoms of all people.

4. DIMENSIONS OF ACTION

Following the results of the initial diagnosis, the following sources and contexts were considered for the definition of the action dimensions of this Plan:

- Applicable legislation;
- The recent European Commission instructions for the submission of applications under Horizon Europe, the European funding framework programme;
- The different intervention areas of the IPN.

From their conjugation, the following action dimensions are defined:

DIMENSION 1 – ORGANISATIONAL

In the execution of its mission over the years, the IPN has privileged the principle of non-discrimination on the grounds of gender in the practice of its activities, as it promotes a culture of valuing knowledge and skills working on its adequacy to the different needs of the institution, its clients and partners.

It is a constant concern of the IPN to maintain working conditions that motivate and increase the productivity of the teams in a positive and equal way, in matters of equal opportunities and non-discrimination on the grounds of gender, disability, race or ethnic origin, religion or belief, religion, age or sexual orientation.

This Plan appears as an opportunity to formalise this ongoing work with respect to management and organisational strategy, through the creation of a team responsible for the definition, implementation, monitoring and reporting of the Plan, in close articulation with the institution's Board of Directors. The following team is thus appointed for the three-year period 2021-2023:

- Ana Luísa Jegundo;
- José Ricardo Aguilar;
- Rosa Silva.

DIMENSION 2 - COMMUNICATION

The involvement of employees in the implementation of this Plan is crucial for its success and continuity. Therefore, different communication actions will be implemented in order to keep everyone informed and involved in its promotion, both in the field of dissemination of the Plan and respective evaluation reports and to call for participation in the awareness actions.

Institutional communication and the language used also play a relevant role in promoting GE. Recently, different national and European reference entities have been disseminating instructions and recommendations for the use of neutral and inclusive language, seeking to "give equal visibility to gender in the discourse or an abstraction to the reference to gender, as appropriate."³

³https://www.europarl.europa.eu/cmsdata/187108/GNL_Guidelines_PT-original.pdf

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In this context, a set of recommendations on neutral and inclusive language will be produced, according to the scope of the IPN activities. To reach this goal, the IPN's communication team will participate in training and/or workshops on this subject and the materials produced will be disseminated internally through the channels mentioned above.

The main purpose is to disseminate and raise awareness about GE among all IPN's employees, keeping them informed about institutional practices, involving them in the use of the recommendations provided and promoting reflection through their participation in awareness raising activities.

DIMENSION 3 – RTD ACTIVITIES

De According to recent studies published in Europe, reducing the gender imbalance in the fields of science and technology may bring with it an increase in GDP in the European Union of between 2,2% and 3%.

In this sense, RTD funding policies at European level are taking an increasingly intense interest in the issue of GE. In this regard, it is important to mention the imperative need for all institutions applying for funding under the Horizon Europe Programme to approve internal GE plans and the real possibility of a possible tie-breaker between funding proposals with identical values in the areas of merit and excellence to be achieved through the applicants' assessment of the GE topic in their respective proposals.

Thus, IPN aims to give importance to the topic in its RTD projects, both internally and in partnership with third entities. Not only through the gender-balanced composition of the working teams allocated to those projects, but also through the definition of general guidelines for the preparation of applications, so that the gender dimension is also taken into account when defining the work packages, research themes and, above all, the universe of test recipients, pilot actions or focus groups of each project, whenever it seems appropriate and feasible.

The main goal is to value, as much as possible, the RTD project proposals originated in (or joint intervention with) IPN, in the GE thematic, positioning those in a more favourable way in this highly competitive context.

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

Considering the particular requirements brought by Law no. 73/2017 of 16 August, IPN has approved and in force a Code of Good Conduct for the Prevention and Combat of Harassment at Work (see Annex I). This document was timely and extensively disclosed, being advertised in the institution's premises, as required by the labour legislation in force, as well as uploaded to the internal Information System shared and visited by all IPN employees.

Point 3.2. of the referred Code defines the procedure to report this type of illicit behaviour, through email communication addressed to the IPN's Board of Directors and the consequent and mandatory opening of disciplinary procedure, whenever any type of report occurs.

Accordingly, the Code of Good Conduct for the Prevention and Combat of Harassment at Work is aligned with the legal requirements in force, being an integral part of this Plan as one of its most relevant dimensions. Nevertheless, it is expected to be revised within the scope of this Plan's actions and its content will be communicated to the IPN's employees.

DIMENSION 5 - WORK-LIFE BALANCE

The problem of GE should also be understood in a broader way, not only professional but also considering the family and personal dimensions. In this sense, the IPN has been promoting measures that contribute to the work-life balance of its employees, namely:

- Complying with all legal daily and weekly maximum working time limits, contributing for the balance between work, family and personal life;
- Considering and evaluating on a case-by-case basis the needs of its employees when analysing the different flexible ways of organising work;
- Informing and clarifying all employees on their rights regarding the periods of absence due to parental duties and to support members of the household, under the terms foreseen by law;
- Informing and clarifying their employees on their rights regarding parental leave;
- Accompanying the return of employees who have been absent for long periods of time due to parenthood;
- Promoting internal training actions, which take place within the normal working hours, so that all the employees may have their free time out of the working hours.

The IPN understands that the balance between the personal and professional life of its collaborators contributes to their well-being and professional accomplishment and assumes the commitment to continue working in that direction.

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

The IPN has in place a Policy of equality between men and women and equal opportunities and non-discrimination in the recruitment of human resources, which is available for consultation in its Information System (see Annex II). This Policy addresses various dimensions related to the GE, such as non-discrimination in human resources recruitment processes, the valuing of all employees, the promotion of parenthood or the promotion of the integration of people with disabilities.

This Policy will be subject to re-evaluation, in order to assess its coherence with this Plan and to eliminate redundancies with other dimensions and lines of action herein determined, strengthening the focus on recruitment and career progression. The communication component of the GE will also be reinforced in the context of the IPN's recruitment processes.

At the same time, the IPN offers its collaborators opportunities for career development, encouraging participation and promotion of training initiatives, forums, conferences, workshops, seminars and other similar events, in order to enrich their technical and complementary skills. Several learning initiatives and opportunities are frequently shared by email. Also, through participation in national and international networks, the IPN provides several opportunities to leverage and update the technical and scientific skills of its employees, through abroad experiences, in order to continuously improve their working practices. This approach will be integrated in the present Plan, giving continuity to the commitment of maintaining the sharing of opportunities among the institution's employees.

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DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

The equal participation of men and women in leadership and decision-making positions in the labour market is one of the greatest challenges in the scope of equal opportunities between men and women. Aware of this challenge, the IPN promotes and encourages the balanced participation of women and men in decision-making positions by supporting the professional career development of employees of the under-represented sex in management and leadership positions, namely through the following measures:

- Awareness raising and dissemination of activities that foster professional and personal development;
- Increasing the visibility and projection of their work;
- Promotion and development of competencies at leadership level.

The IPN intends to continue to promote the growing female participation in management and leadership positions, thus contributing to a fairer and more equal society.

5. ACTION PLAN

Once the dimensions of action have been presented, the respective actions to be carried out are then defined.

Each action includes:

- a measurement indicator to verify its implementation;
- a periodicity of verification;
- an implementation schedule; and
- a team dedicated to its implementation.

DIMENSION 1 – ORGANISATIONAL

Action 1	Setting up the GE team
Measurement indicator/way of verification	N/A
Periodicity of verification	N/A
Implementation schedule	From March to June 2021

Action 2	Initial compilation of statistics disaggregated by gender
Measurement indicator/way of verification	Inclusion of a specific section for this purpose in the Plan
Periodicity of verification	N/A
Implementation schedule	From June to July 2021

Action 3	Elaboration of the GE Plan
Measurement indicator/way of verification	GE Plan
Periodicity of verification	N/A
Implementation schedule	From June to August 2021

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Action 4	Preparation of the Annual Evaluation Report
Measurement indicator/way of verification	Annual Report
Periodicity of verification	Annual
Implementation schedule	From January to August of 2022, 2023 and 2024

DIMENSION 2 - COMMUNICATION

Action 5	Internal dissemination of the implementation of the GE Plan
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

Action 6	Publication of the GE Plan on the IPN website
Measurement indicator/way of verification	N/A
Periodicity of verification	N/A
Implementation schedule	September 2021

Action 7	Publication of the summary of the Annual Evaluation Report on the IPN website
Measurement indicator/way of verification	N/A
Periodicity of verification	Annual
Implementation schedule	September 2022, 2023 and 2024

Action 8	Training the communication team on the GE theme
Measurement indicator/way of verification	Evidence of the session (photos; attendance list; materials used; etc.)
Periodicity of verification	N/A
Implementation schedule	From January to June 2022

Action 9	Creation of guidance document on neutral and inclusive language in the IPN
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From July to December 2022

Action 10	Internal dissemination of the document emerging from Action 9
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From January 2023 onwards

Action 11	Periodic raising awareness of employees on the GE topic
Measurement indicator/way of verification	Evidence of the action implemented (photos; videos; etc)
Periodicity of verification	Annual
Implementation schedule	From March 2021 onwards

DIMENSION 3 – RTD ACTIVITIES

Action 12	Accounting by application approved by the IPN of the gender balance
Measurement indicator/way of verification	Number of M/F researchers per project submitted
Periodicity of verification	Annual
Implementation schedule	From June 2021 onwards

Action 13	Creation of guidance document on how to address the GE topic in RTD activities
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From October 2021 to January 2022

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Action 14	Dissemination of the document emerging from Action 13
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From January 2022 onwards

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

Action 15	Review of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/way of verification	New version of the Code
Periodicity of verification	N/A
Implementation schedule	From July to August 2021

Action 16	Strengthening the internal dissemination of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

DIMENSION 5 - WORK-LIFE BALANCE

Action 17	Ensure the dissemination of information to employees regarding their rights in the area of parenthood and rights of absence due to family accompaniment
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From September 2021 onwards

Action 18	To accompany the return of employees who have been absent for long periods due to parental leave, ensuring their reintegration in the unit/department, promoting specific training if necessary
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

Action 19	Analysis of flexible ways of organising work according to the specific conditions of each employee
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

Action 20	Review of the existing GE policy for hiring Human Resources
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From July to August of 2021 and 2023

Action 21	Mention the GE policies in the welcoming process of new employees
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

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Action 22	Raising awareness and dissemination of activities that foster professional and personal development
Measurement indicator/way of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g. training opportunities, conferences, workshops, relevant documents/readings.
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

Action 23	Awareness and dissemination of activities that foster the professional and personal development of employees in management and leadership positions
Measurement indicator/way of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g. training opportunities, conferences, workshops, relevant documents/readings.
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

6. MONITORING

All actions will be verified and continuously monitored and evaluated, and the respective results will be compiled in the Annual Evaluation Report. Depending on the evolution of the implementation of the proposed actions and the social and legislative context, actions may be added and/or removed. The revision of this Plan is planned for each 3 year period.

The verification of the implementation of the actions begins in 2022, in relation to the activity of the year 2021.

8. ANNEXES

Annex I - Code of good conduct to prevent and combat harassment at work

Annex II – GE Policy on the hiring of Human Resources

CÓDIGO DE BOA CONDUTA PARA A PREVENÇÃO E COMBATE AO ASSÉDIO NO TRABALHO

(Versão revista em Julho de 2022)

Considerando:

- Que o Instituto Pedro Nunes (IPN) e a IPN Incubadora pretendem promover no seu local de trabalho um ambiente respeitador e seguro, livre de discriminação e assédio, sob qualquer forma ou natureza;
- Não serem admissíveis quaisquer formas de discriminação individual que sejam incompatíveis com a dignidade da pessoa humana, nomeadamente em razão da origem, etnia, sexo, orientação política, confissão religiosa, orientação sexual ou deficiência física e quaisquer condutas configuradas como de assédio sexual, *mobbing* ou abuso de poder;
- O disposto no Código do Trabalho, em especial no seu artigo 29º, com as alterações introduzidas pela Lei nº 73/2017 de 16 de agosto;
- A Lei nº 93/2021 de 20 de Dezembro, que estabelece o regime geral de proteção de denunciante de infrações, transpondo a Diretiva (UE) nº 2019/1937 do Parlamento Europeu e do Conselho, de 23 de Outubro de 2019

O IPN e a IPN Incubadora adotam o presente **CÓDIGO DE BOA CONDUTA PARA A PREVENÇÃO E COMBATE DO ASSÉDIO NO TRABALHO:**

1. Âmbito de aplicação

Este Código de Conduta aplica-se a todos os trabalhadores do IPN e IPN Incubadora e demais colaboradores eventuais, conquanto participando nas atividades de ambas as instituições.

2. Princípios Gerais

No exercício da sua prestação laboral, os trabalhadores e colaboradores do IPN e da IPN Incubadora devem atuar tendo em vista a prossecução dos fins e interesses das Instituições, no respeito pelos princípios da não discriminação e da proibição do assédio no trabalho.

3. Dos comportamentos ilícitos, da sua comunicação e da intervenção do IPN e da IPN Incubadora

- 3.1. São expressamente interditos todos e quaisquer comportamentos indesejados por parte dos trabalhadores e colaboradores do IPN e/ou da IPN Incubadora, consubstanciados, nomeadamente, em palavras, atos, gestos ou escritos (em qualquer suporte ou meio de difusão) e/ou que configurem assédio sexual, sob forma verbal, não verbal ou física, que visem ou tenham por objetivo perturbar ou constranger um trabalhador, no acesso ao emprego ou no próprio emprego, que afetem a sua dignidade ou promovam um ambiente discriminatório, hostil, degradante, humilhante ou intimidatório.
- 3.2. Em caso de ocorrência de qualquer situação de assédio, tal como definida em 3.1., qualquer trabalhador deve comunicá-la através do Canal de Denúncia de Infrações, através do link <https://ipn.pt/canaldenuncias>.
- 3.3. O IPN e a IPN Incubadora, conforme os casos, obrigam-se a atuar em termos disciplinares, nos termos previstos no Código do Trabalho, sempre que tenham conhecimento de alegados casos de assédio laboral.
- 3.4. Os denunciante de quaisquer situações de alegado assédio laboral, bem como quaisquer testemunhas por aqueles indicadas, não podem ser sancionados disciplinarmente, a menos que atuem com dolo, com base em declarações constantes dos autos do processo, judicial ou contraordenacional, desencadeado por assédio até decisão final, transitada em julgado, sem prejuízo do exercício do direito ao contraditório, observando-se em especial a este respeito o disposto na Lei nº 93/2021 de 20 de Dezembro.

4. Da punição do infrator

- 4.1. A prática de assédio constitui um comportamento ilícito, punido legalmente e nos termos do poder disciplinar que assiste ao IPN e à IPN Incubadora enquanto empregadores, sem prejuízo do disposto em 4.2.
- 4.2. A prática de assédio moral é qualificada como contraordenação muito grave, sem prejuízo da eventual responsabilidade penal, decorrente do disposto no artigo 155º-A do Código Penal.

5. Do ressarcimento dos danos sofridos pelo trabalhador

- 5.1. O trabalhador lesado terá direito a uma indemnização por danos patrimoniais e não patrimoniais, nos termos do nº 4 do artigo 29º e do artigo 283º do Código do Trabalho, considerando a redação que lhes foi dada pelo artigo 2º da Lei nº 73/2017 de 16 de agosto.
- 5.2. O trabalhador lesado tem ainda direito à resolução do contrato de trabalho com justa causa com fundamento na prática de assédio por parte do empregador ou de qualquer trabalhador ou colaborador do IPN e/ou da IPN Incubadora, denunciada à Autoridade para as Condições do Trabalho (ACT), conforme disposto na alínea f) do nº 2 do artigo 394º do Código do Trabalho, na redação que lhe foi dada pelo artigo 2º da Lei nº 73/2017 de 16 de agosto.

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6. Disposições finais

- 6.1. O presente Código entra em vigor imediatamente após a sua aprovação pela Direção do Instituto Pedro Nunes, destinando-se a ser de imediato divulgado a todos os seus trabalhadores, designadamente através da área reservada do portal Internet da instituição, o mesmo sucedendo com todas as suas revisões e atualizações.
- 6.2. No processo de admissão de novos colaboradores deverá constar a declaração de conhecimento e aceitação das normas constantes do presente Código.
- 6.3. Em todos os casos não previstos ou regulados pelo presente Código, são aplicáveis as disposições do Código do Trabalho, em especial as resultantes das alterações a este diploma legal aprovadas pela Lei nº 73/2017 de 16 de agosto, assim como o disposto na Lei nº 93/2021 de 20 de Dezembro.

Política de igualdade entre homens e mulheres e igualdade de oportunidades e não discriminação no recrutamento de recursos humanos do Instituto Pedro Nunes

(Versão revista em 1 de Fevereiro de 2019)

1. Âmbito de aplicação

O presente documento prevê um conjunto de linhas orientadoras para os processos de recrutamento de trabalhadores e prestadores de serviços do Instituto Pedro Nunes, entendendo-se os primeiros como aqueles conducentes à celebração de contratos de trabalho e os segundos às demais formas de atividade profissional exercida sem sujeição a contrato de trabalho ou situação legalmente equiparada.

2. Compromisso geral

A seleção e recrutamento é um processo conduzido pelo departamento de Recursos Humanos, em estreita colaboração com a Direção e demais unidades orgânicas do Instituto Pedro Nunes.

Em todos os processos de seleção e contratação de recursos humanos não existem referências ao género como critério de escolha, nem linguagem suscetível de ser considerada discriminatória.

Os princípios que orientam a política de contratação do Instituto Pedro Nunes baseiam-se na adequação do perfil técnico e das competências dos candidatos e candidatas às funções a desempenhar, pressupondo e assegurando, em todos os casos, uma efetiva igualdade salarial entre todos, nomeadamente entre mulheres e homens e o combate a quaisquer práticas discriminatórias em razão do género, idade, raça ou origem étnica, cor, credo, deficiência, condições socioeconómicas ou orientação sexual.

3. Da valorização dos indivíduos

O Instituto Pedro Nunes orienta a sua política de recursos humanos para a valorização do indivíduo, o incremento da sua motivação e para o estímulo do aumento da produtividade. Constituem prioridades desta instituição a atualização contínua dos conhecimentos e competências dos seus recursos humanos, a promoção da cooperação e responsabilidade individual e a aceitação da diversidade sem discriminação. Ainda, a prossecução de uma efetiva igualdade de tratamento, remuneração e oportunidades entre homens e mulheres, permitindo a conciliação entre a vida pessoal, familiar e profissional, bem como a possibilidade de todos os colaboradores conciliarem a frequência de estudos superiores com a sua carreira profissional, em respeito pelos expedientes previstos na legislação do trabalho vigente, designadamente a flexibilidade de horários para a frequência de aulas ou avaliações.

4. Da promoção da parentalidade

O Instituto Pedro Nunes tem em conta na gestão dos seus recursos humanos a promoção de uma parentalidade responsável, em conformidade e respeito pelas diferentes formas de

organização familiar, cumprindo a legislação existente no que respeita a licenças de parentalidade ou de assistência à família (descendentes e ascendentes) e encarando de igual modo o exercício dos direitos de pais e mães na assistência aos seus filhos, quer em situações de doença, quer no acompanhamento do seu percurso escolar.

5. Da promoção da integração de pessoa com deficiência ou incapacidade

O Instituto Pedro Nunes assume o compromisso de promover a integração de pessoas portadoras de deficiência ou incapacidade, tendo em vista designadamente o cumprimento das metas e objetivos definidos na Lei n.º 4/2019 de 10 de janeiro, sem prejuízo dos demais normativos aplicáveis.




6. Do Código de Boa Conduta para a Prevenção e Combate ao Assédio no Trabalho

O Instituto Pedro Nunes tem, ainda, em vigor um **Código de Boa Conduta para a Prevenção e Combate ao Assédio no Trabalho**, o qual foi objeto de ampla divulgação e publicitação ao nível interno, nos termos previstos no artigo 29º do Código do Trabalho, com as alterações introduzidas pela Lei n.º 73/2017 de 16 de agosto, visando promover um ambiente respeitador e seguro, livre de discriminação e assédio, sob qualquer forma ou natureza e sancionando quaisquer formas de discriminação individual que sejam incompatíveis com a dignidade da pessoa humana, nomeadamente em razão da origem, etnia, sexo, orientação política, confissão religiosa, orientação sexual ou deficiência física e quaisquer condutas configuradas como de assédio sexual, *mobbing* ou abuso de poder.

7. Publicitação e divulgação

A presente Política encontra-se publicitada no portal Internet do Instituto Pedro Nunes, sendo de livre consulta por todos os interessados.

Coimbra, 1 de Fevereiro de 2019.



 **IDN** INSTITUTO PEDRO NUNES

